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Agency Budget

Provides a separate budget(s) within the Master Budget, allowing specific departments within a county to input their budget line item detail (Agency Budget) separate from the Master Budget. These costs will then be consolidated into the Master Budget categories.

Alert

An alert is a notification of an event that has occurred within the Egrants System. You are not required to take any action. You can manually clear any alerts you've received. Note: If the situation that caused the alert notification to be sent is not resolved and the alert is cleared, the system may generate a notification the next day if the situation still exists (such as a late report).

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Applicant Agency

The state agency, political subdivision or private non-profit agency requesting financial assistance.

Authorized Official

The individual authorized to enter into binding commitments on behalf of the applicant. This will normally be the chief

executive officer(s) of the agency or governmental unit.

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Award Date

The date on which the application is approved by the Indiana Commission on Crime and Delinquency.

Clearances and Required Endorsements

Written approvals or support of an application by certain agencies. The applicant, prior to submission of the application, obtains these.

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Comment

A "Comment" is entered in Egrants when ICJI staff has reviewed the submitted Egrants application and is responding with important information for the applicant regarding the application. The application is not necessarily being returned along with receipt of a "Comment", however, the "Comment" could require some type of action by the applicant. The applicant is alerted that a "Comment" exists via an email advising them to check their "Work Manager". Details of the "Comment" are found by clicking the "View Issues/Comments button on the Application Summary Page. A response to the "Comment" by the applicant may or may not be necessary.

Competitive Bidding

All procurement transactions (without regard to dollar value) shall be conducted in a manner so as to provide maximum open and free competition. Refer to Appendix E for additional information.

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Competitive Purchasing

The purchase of goods and services through sealed bids or competitive negotiation in accordance with state or local law or federal requirements.

Construction

The acquisition, expansion, repair, remodeling or alteration of new or existing buildings or other physical facilities, or the acquisition or installation of initial equipment for such buildings or facilities.

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Continuation Projects

An application for funding for a project beyond the first time funding period.

Criminal Justice System

The police, courts and corrections agencies which operate collectively to prevent and reduce crime and enforce the criminal law. The functions embraced by this term include the prevention, detection and investigation of crime, the apprehension of offenders, the prosecution and defense of criminal cases, the trial, conviction and sentencing of defendants, and the correction and rehabilitation of convicted persons, including imprisonment, probation, parole and treatment.

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Discretionary Funds (Federal)

Funds directly awarded by the federal government to grantees for programs consistent with identified federal objectives, goals and priorities.

Drawdown

A disbursement of subgrant funds awarded by the ICJI according to projections of expenditures.

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Environmental Impact Statement

A declaration required of applicants as to the anticipated environmental impact of certain subgrants as required under the National Environmental Policy Act of 1969 and pertinent regulations

Equal Employment Opportunity Plan

A written program plan relating to employment practices affecting minority persons and women.

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Existing Appropriation

An existing appropriation is defined as funds currently budgeted for the same or some other program activity that will be reassigned/re-budgeted. Predominantly, salaries and employee related expenses typify existing appropriations that may be used. May only be used as matching funds when in-kind match is allowable.

Expenditure Date

The date by which all project funds must be expended. All project funds must be obligated by the end of the project period and expended within 60 days of the end of the project period.

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End Date

The last day of the subgrant. All funds must be expended or obligated by this date.

Financial Officer

This is the person who has overall responsibility for the accounting, management of funds, verification of expenditures, and required financial reports for the subgrant project. The Financial Officer will be responsible for the accuracy of the project's fiscal information, such as the budget detail and expenditures on fiscal reports, which are submitted to the Indiana Commission on Crime and Delinquency via Egrants. This individual must be an individual that works in a fiscal capacity for the applicant agency. For nonprofit organization, this individual may be a volunteer.

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Finding

A discrepancy noted by an auditor.

Food and/or Beverage

Food or beverages are considered in the context of formal meals and in the context of refreshments served at short, intermittent breaks during an activity. Beverages do not include alcoholic beverages. Break foods consist of cookies, sodas and fruits or other snack items and may be served at a training session, a meeting or a conference.

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Formal Agenda

Is a list of all activities that shall occur during an event, using an hour-by-hour time line. It must specifically include the times during the event when food and beverages will be provided.

Funding Announcement

A document prepared by ICJI providing programmatic guidance and specific project requirements to applicants.

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Grant ID

A unique number generated by the Egrants system when you respond to an open funding announcement. Use this number when accessing Egrants to find your project.

Hard-cash Match

This is actual cash spent by the recipient and must have a cost relationship to the ICJI award that is being matched.

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Initial Application

An application for first time funding for a project.

In-kind Match

The value of the donated services

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Invitation for Bid

A solicitation of bids in any form and used when award is to be made to a responsible and responsive bidder on the basis of cost.

Issue

An "Issue" is entered in Egrants after ICJI staff has reviewed the submitted Egrants application and has determined that a revision or additional information is needed and the application is being returned. The applicant is alerted that an "Issue" exists via an email advising them to check their "Work Manager". Details of the "Issue" and the due date for re-submission of the application to ICJI are found by clicking the "View Issues/Comments" button on the Application Summary Page

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Keywords

Word(s) identified with your project that describe key components funded by the subgrant.

Local Unit of Government

A county, city, township, borough or other general-purpose political subdivision of the state.

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Master Budget

Provides one "overall" budget consisting of ICJI's standard budget categories (Personnel, Benefits, Travel, Equipment, Supplies, Consultants, Construction, Other).

*If the applicant agency and recipient agency are the same it will automatically become a Master Budget. If multiple recipient agencies are listed and you wish those specific agency expenses to be combined within the Master Budget categories, select Master Budget for each of the recipient agencies. All subgrant expenses for all recipient agencies will be combined into one Master Budget.

Matching Contributions

Is the recipient share of the project costs. These contributions may either be in-kind or cash.

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New Appropriation

A new appropriation is defined as additional cash, appropriated/budgeted over and above the previous year's budget, of an agency or department that will be used expressly for an ICJI- funded project.

Non-Expendable Property

Is tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

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Non-Supplantation

Applicants must maintain their previous level of effort through use of their own funds. Federal/state monies may not replace state or local monies previously used or designated for the subgrant project. Federal/state funds may only be used to increase the amount of funds that would, in the absence of such federal/state funds, be made available for

ICJI projects.

Notification Action

The list of available Notification Actions will vary based upon the Notification Category and can be used to further define a specific scenario or situation. A Notification Category of 'Program Reports' will have actions available such as Program Reports Due, Program Report Returned, Corrective Action Re-opened etc...

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Notification Category

This is one of various areas within the Egrants System such as Applications, Concept Papers, Fiscal Re

Obligated Funds

Funds deemed to be obligated by the subgrantee when a legal liability is incurred to pay determinable sums for services or goods furnished or to be furnished. Payroll can never be obligated. No funds may be obligated after the termination date of the project. All obligated funds must be expended within 60 days of the end of the project.

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Pass Through Budget

Select when funds are being passed through to other organizations or contractors (service providers). Allows for the input of a separate budget, including budget line item details, for these organizations. The total of each Pass Through Budget will be incorporated into the Consultant category of the Master Budget.

* Example: Applicant is the County (Master Budget) and funds are being passed through to several non-profit organizations. A Pass Through Budget containing line item detail may be input for each of these organizations. Ultimately, the total of each Pass Through Budget will be incorporated into the Consultant category of the Master Budget.

Pass-Through Contract

A method of project implementation in which the governmental agency subgrantee uses a private recipient agency to perform all, virtually all, or a vital part of the activities of the project for which funds have been awarded. Pass-throughs may also take place from one non-profit agency to another or from a non-profit agency to a governmental agency. Such arrangements must be formalized by a written contract between the subgrantee and the recipient agency.

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Performance Measures

Performance measures, also known as indicators or metrics, are quantifiable, enduring measures of process/implementation, outcomes, outputs, efficiency, or cost-effectiveness. In general, measures should be related to an agency's mission and programs, and should not merely measure one-time or short-term activities. They are qualitative or quantitative measurement tools that one can use to determine whether or not a target or objective has been met.

Policy Board

A locally established board consisting of key community leaders charged with defining program needs and developing cost-effective program strategies and plans.

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Primary Contact

This is the name of the individual who has day-to-day contact with the project that is funded by the Indiana Commission on Crime and Delinquency and will serve as the primary liaison with ICJI staff. This individual will provide ICJI with current information on what is occurring with the project, will receive all tasks via Egrants Work Manager and will be responsible for making sure the tasks are completed or passed on to the individual who needs to complete them.

Private Non-Profit Agency

A non-governmental entity engaged in the implementation of a victim of crime/criminal/juvenile justice project.

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Project Director

This person has overall responsibility for the conduct of the project, and has knowledge and experience in the project area and the ability to administer the project. This individual will have ultimate responsibility for ensuring the accuracy of the information that is submitted to the Indiana Commission on Crime and Delinquency via Egrants. This person will receive alerts via Egrants Work Manager and will be ultimately responsible for making sure that all associated tasks regarding the project that are logged in Egrants Work Manager are completed.

Project Income

Income earned by the subgrant recipient of a federally supported or state supported project. Such income includes income from service fees, rental fees, registration/tuition fees, per diem fees, etc.

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Project Period

The period for which the obligations, expenditures and services described in the subgrant application are to be performed (usually not to exceed 12 months).

Reception

Is an informal gathering that is not mandatory for all event participants to obtain necessary information. Indicators of a reception include a cash bar, inadequate seating for the entire group, food items from a reception menu (such as finger foods), and a longer break (than utilized throughout the day). Receptions are expressly prohibited and considered to be an unallowable cost with Federal funds.

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Recipient Agency

The department or agency, which actually carries out the project, e.g., Children and Youth Agency.

Request-for-Proposal (RFP)

A document which provides interested contractors with sufficient information to prepare and submit proposals for consideration by the subgrantee to satisfy a need related to a project.

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Single Audit

An audit of the entire operations of a state or local government or, at the option of that government, an audit of departments, agencies or establishments that received, expended, or otherwise administered federal financial assistance during the year. An independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits shall make the audit.

Sole Source Procurement

A purchase where the material or service (including personal or professional services) to be procured is available from only one person or firm. A proposed formal advertised or competitive negotiated procurement for which only one bid or proposal is received is deemed to be a sole source procurement. All sole source procurements require prior ICJI (and, in certain cases, federal) approval and must be extensively justified.

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Start Date

The beginning of the project period. This is the date you may begin to incur costs for the subgrant.

Subgrant

Funds awarded by the ICJI from federal/state grant funds made available for the various types of projects. Such funds

may only be expended for project purposes and must be consistent with the approved project budget.

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Subgrantee

An applicant that is awarded a subgrant and thereby assumes full fiscal and program responsibility for the project as described in the application.

Task

A task is a work item that must be performed. If you receive a task, some action must be taken within Egrants to clear the task. If you fail to perform this task, it could impact the processing of your application and/or reports for this subgrant.

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Working Lunch

Is a formal, mandatory lunch necessary for all participants to have full participation in the conference or event. It must include a formal agenda, including a program or speakers that will impart necessary information important for full understanding of the subject matter. There should be several hours of informative sessions providing substantive information scheduled both before and after a working lunch (exhibits are not included). An indicator of a working lunch includes seating for all participants. A cash bar is expressly prohibited.